

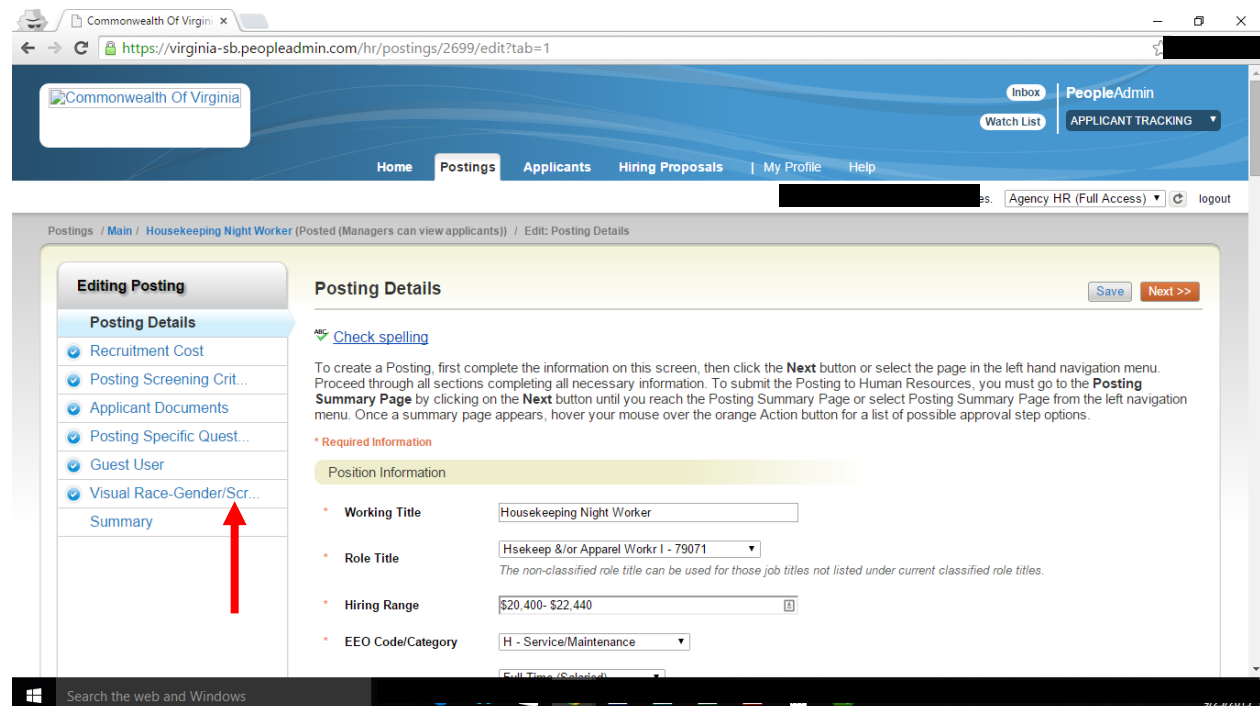
Visual Race and Visual Gender Identification

When visually identifying race or gender for job applicants, agencies should follow the following steps to complete this identification process in the RMS.

Step 1: Select and open the job posting to which the Visual Race and/or Visual Gender Identification criteria should be added. Then, on the **Summary Tab**, select **Edit**.

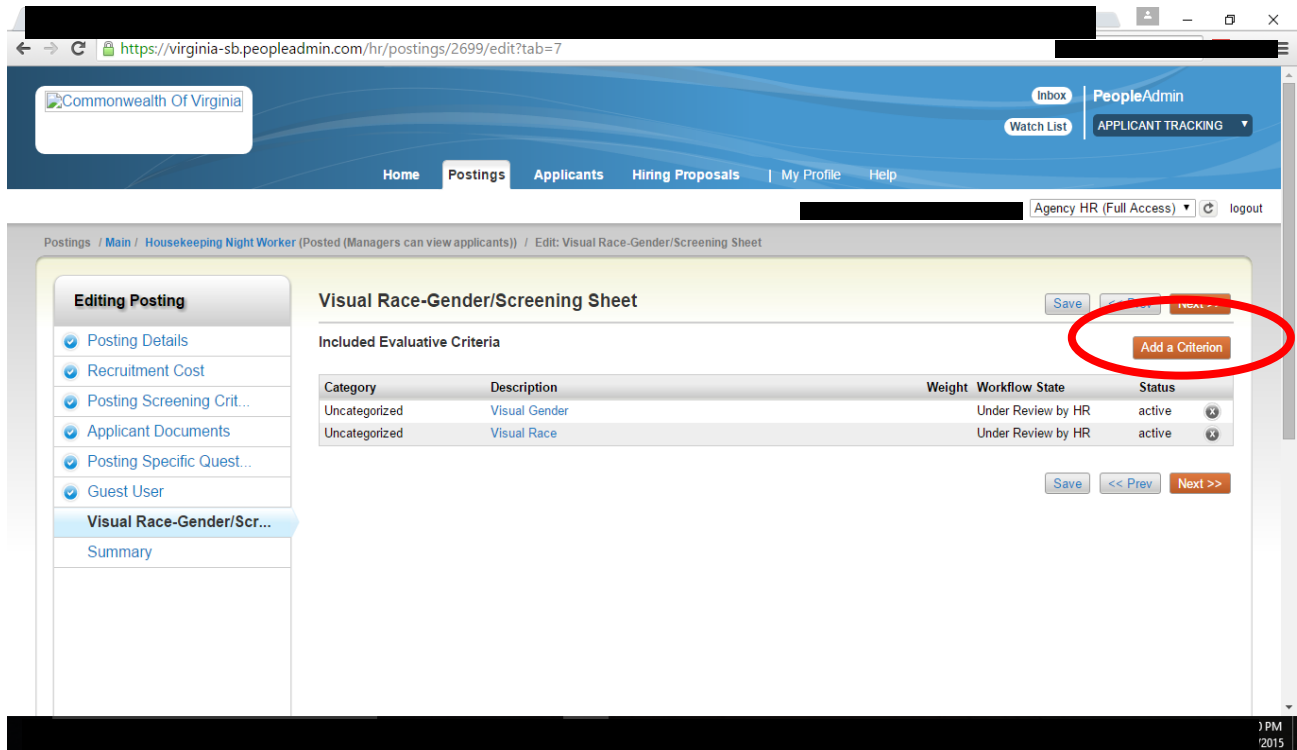


Step 2: Select **Visual Race-Gender/Screening Sheet** from the menu on the left.



Visual Race and Visual Gender Identification

Step 3: Select the orange **Add a Criterion** button on the right.

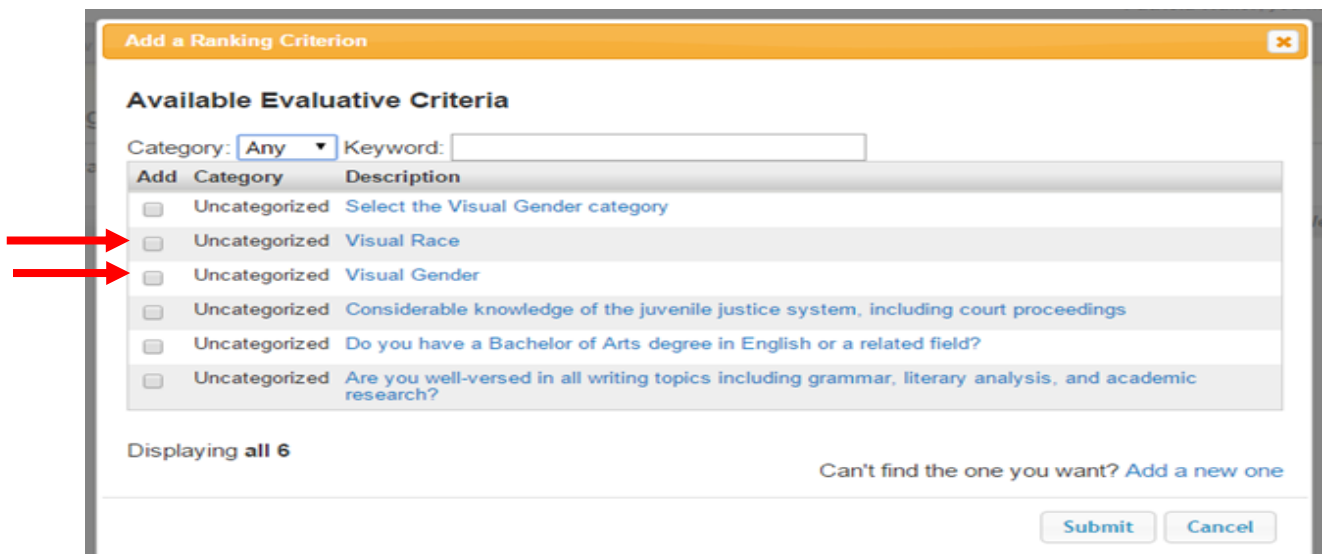


The screenshot shows the 'Visual Race-Gender/Screening Sheet' page in the PeopleAdmin system. The page has a sidebar on the left with a menu under 'Editing Posting' including 'Posting Details', 'Recruitment Cost', 'Posting Screening Crit...', 'Applicant Documents', 'Posting Specific Quest...', 'Guest User', and 'Visual Race-Gender/Scr...'. The main content area is titled 'Visual Race-Gender/Screening Sheet' and contains a table of 'Included Evaluative Criteria'.

Category	Description	Weight	Workflow State	Status
Uncategorized	Visual Gender		Under Review by HR	active
Uncategorized	Visual Race		Under Review by HR	active

At the top right of the main content area, there is a 'Save' button and an orange 'Add a Criterion' button, which is circled in red. Below the table, there are 'Save', '<< Prev', and 'Next >>' buttons.

Step 4: Select **Visual Race** and **Visual Gender** from the **Available Evaluative Criteria** listed in the pop-up window.



The screenshot shows the 'Add a Ranking Criterion' pop-up window. It has a title bar with the text 'Add a Ranking Criterion' and a close button. Below the title bar, there is a section titled 'Available Evaluative Criteria'. This section includes a 'Category' dropdown menu set to 'Any' and a 'Keyword' input field. Below these, there is a table of available criteria.

Add	Category	Description
<input type="checkbox"/>	Uncategorized	Select the Visual Gender category
<input type="checkbox"/>	Uncategorized	Visual Race
<input type="checkbox"/>	Uncategorized	Visual Gender
<input type="checkbox"/>	Uncategorized	Considerable knowledge of the juvenile justice system, including court proceedings
<input type="checkbox"/>	Uncategorized	Do you have a Bachelor of Arts degree in English or a related field?
<input type="checkbox"/>	Uncategorized	Are you well-versed in all writing topics including grammar, literary analysis, and academic research?

Two red arrows point to the 'Visual Race' and 'Visual Gender' criteria. Below the table, it says 'Displaying all 6'. At the bottom right, there is a link that says 'Can't find the one you want? Add a new one'. At the bottom, there are 'Submit' and 'Cancel' buttons.

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Once these criteria have been selected, these criteria will be expanded. Select **Submit** to add the Visual Race and Visual Gender to the job posting.

Available Evaluative Criteria

Category: Any Keyword:

Add	Category	Description
<input type="checkbox"/>	Uncategorized	Select the Visual Gender category
<input checked="" type="checkbox"/>	Uncategorized	Visual Race
<p>Possible Answers:</p> <ol style="list-style-type: none"> 1. Unknown 2. White 3. Black 4. Hispanic 5. Asian 6. American Indian <p>Applicant workflow state: Under Review by HR</p>		
<input checked="" type="checkbox"/>	Uncategorized	Visual Gender
<p>Possible Answers:</p> <ol style="list-style-type: none"> 1. Female 2. Male 3. Unknown <p>Applicant workflow state: Under Review by HR</p>		
<input type="checkbox"/>	Uncategorized	Considerable knowledge of the juvenile justice system, including court proceedings
<input type="checkbox"/>	Uncategorized	Do you have a Bachelor of Arts degree in English or a related field?
<input type="checkbox"/>	Uncategorized	Are you well-versed in all writing topics including grammar, literary analysis, and academic research?

Displaying all 6

Can't find the one you want? Add a new one

Submit **Cancel**

Step 5: Select **Next** to complete the process. Be sure to note the applicant work flow state as this information will be necessary in a later step.

https://virginia-sb.peopleadmin.com/hr/postings/3878/edit?tab=7

Posting was successfully updated.

Home Postings Applicants Hiring Proposals My Profile Help

Agency HR (Full Access) logout

Postings / Main / Compliance/Training Specialist (Draft) / Edit: Visual Race-Gender/Screening Sheet

Editing Posting

- Posting Details
- Recruitment Cost
- Posting Screening Crit...
- Applicant Documents
- Posting Specific Quest...
- Guest User
- Visual Race-Gender/Scr...**
- Summary

Visual Race-Gender/Screening Sheet

Save << Prev Next >>

Included Evaluative Criteria

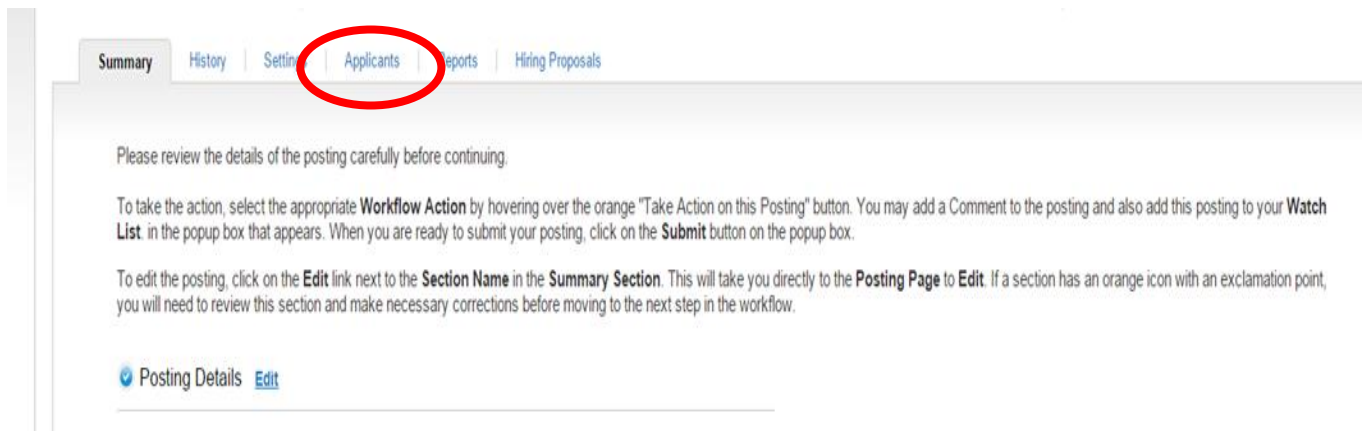
Category	Description	Weight	Workflow State	Status
Uncategorized	Visual Gender		Under Review by HR	active
Uncategorized	Visual Race		Under Review by HR	active

Add a Criterion

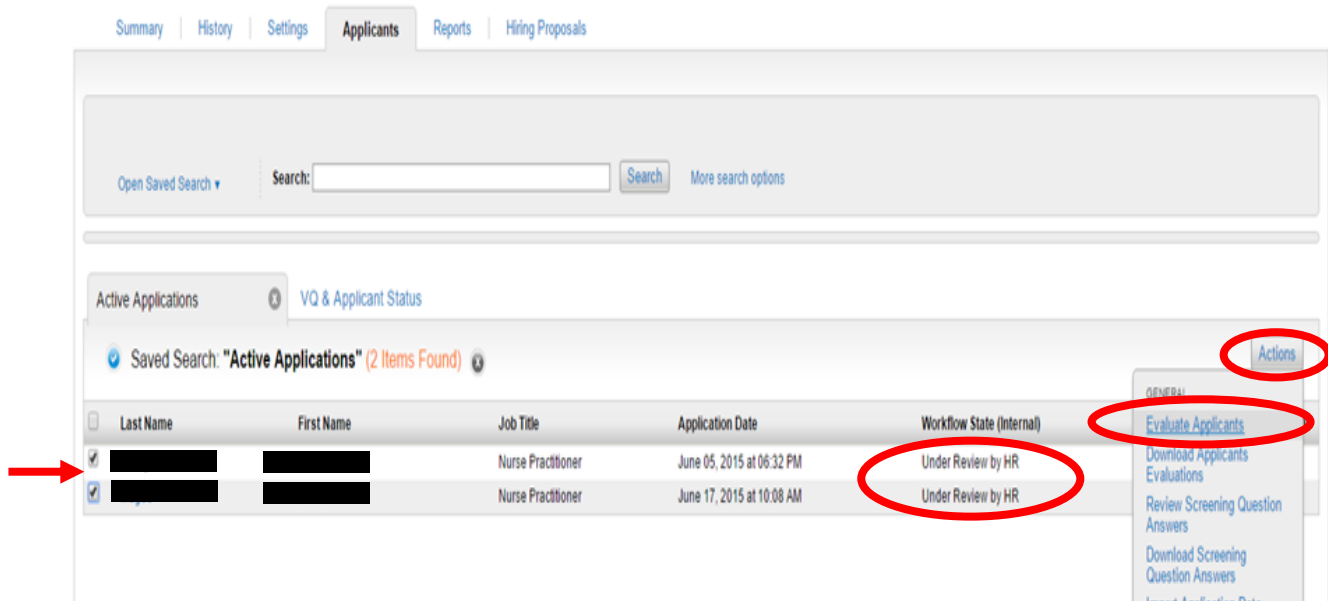
Save << Prev Next >>

Visual Race and Visual Gender Identification

Step 6: Select the **Applicants** tab from the menu at the top of the page.

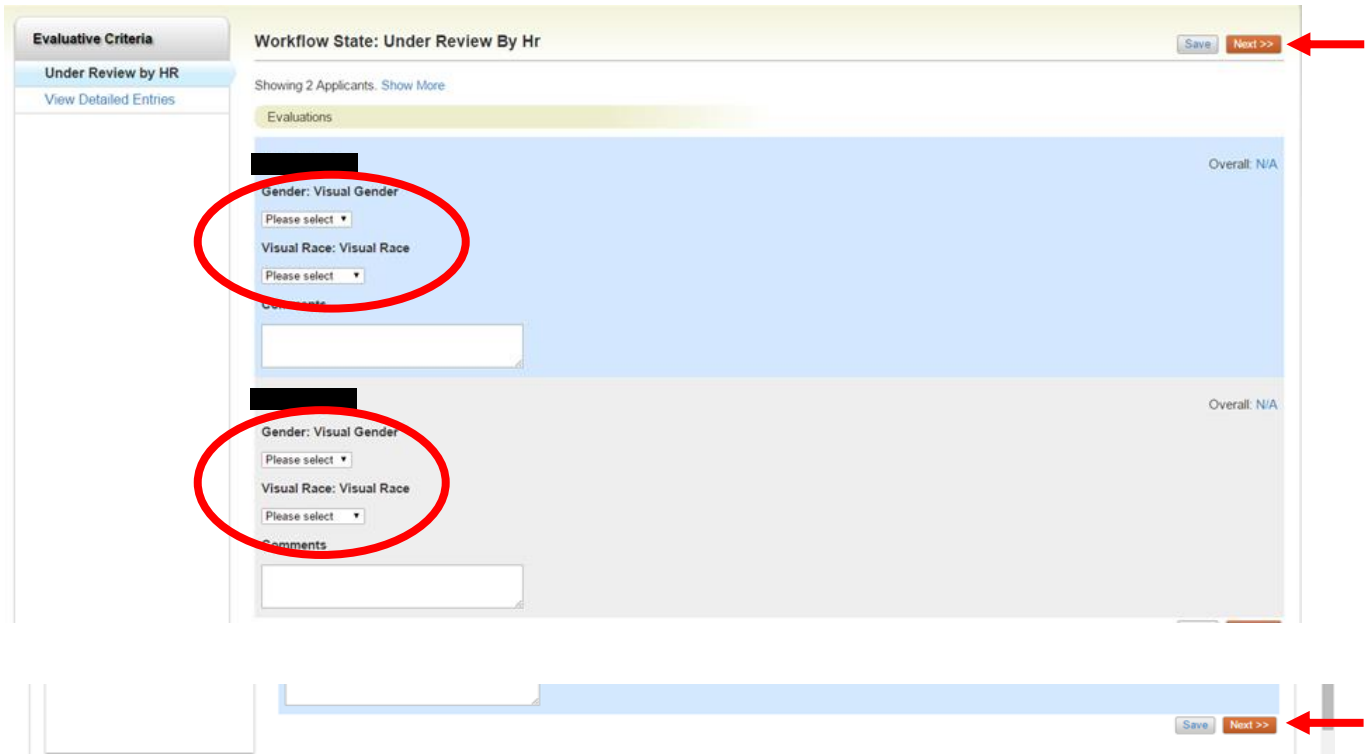


Step 7: Select the applicants to which to add to Visual Race and Visual Gender criteria. If necessary, change the applicant(s) status to the same Work Flow state as recorded in Step 5. Once the applicant(s) has been selected, select **Actions** and then select **Evaluate Applicants** from the drop down menu.

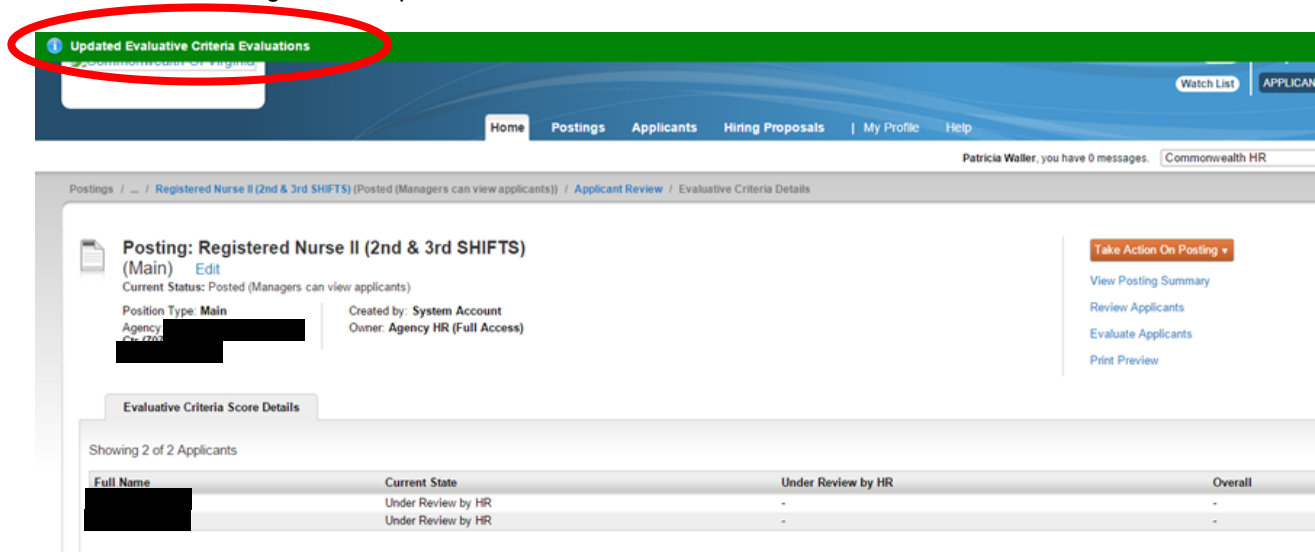


Visual Race and Visual Gender Identification

Step 8: Select the appropriate values from the **Visual Gender** and **Visual Race** drop down menus for each applicant. Select **Next** to proceed.




Step 9: The Visual Race and/or Visual Gender Identification have been updated as noted by the confirmation message at the top left of the screen.



Full Name	Current State	Under Review by HR	Overall
[Redacted]	Under Review by HR	-	-
[Redacted]	Under Review by HR	-	-

Visual Race and Visual Gender Identification

Step 10: Select the **Applicants** Tab from the Job Posting to view a report. Select **Actions** and then select **Download Applicants Evaluations** to download and view your report.


Posting: Registered Nurse II (2nd & 3rd SHIFTS)
 (Main) [Edit](#)
 Current Status: Posted (Managers can view applicants)

Position Type: **Main**
 Agency: [REDACTED]

Created by: **System Account**
 Owner: **Agency HR (Full Access)**

[Take Action On Posting](#)
[★ See how Posting looks to Applicant](#)
[Print Preview \(Applicant View\)](#)
[Print Preview](#)

[Summary](#) | [History](#) | [Settings](#) | **[Applicants](#)** | [Reports](#) | [Hiring Proposals](#)
[Open Saved Search](#) | Search: [Search](#) [More search options](#)

Active Applications

VQ & Applicant Status

ns" (2 Items Found)

<input type="checkbox"/>	Last Name	First Name	Job Title	Application Date	Workflow State (Internal)
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Registered Nurse II (2nd & 3rd SHIFTS)	May 25, 2015 at 02:49 PM	Under Review by HR
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Registered Nurse II (2nd & 3rd SHIFTS)	July 02, 2015 at 07:06 AM	Under Review by HR

Actions

GENERAL
[Evaluate Applicants](#)
[Download Applicants Evaluations](#)
[Review Screening Question Answers](#)
[Download Screening Question Answers](#)
[Import Application Data](#)
[Export Applicants without](#)